広報番号: NE-47-05 (R6)(OUF) 横須賀基地空席広報 Announcement No. 1st Cut Off: 4 Dec 05 募集締切日: VACANCY ANNOUNCEMENT Every 2 weeks until Closing Date filled after the 1st cut off **** Open Until Filled (OUF) **** 発行日: 21 Nov 05 Date of Issue 4.募集範囲 Area of Consideration 募集人数 1.職種名 Job title (等級 Grade 5 /語学等級 LAD 2) No. of 図 現 MLC/IHA 従業員(部隊内) Food Outlet Manager #104 食堂支配人 Recruitment Current MLC/IHA Employee within Activity □ 現 MLC/IHA 従業員(通勤圏内) 1名 受諾可能な下位等級 Acceptable Trainee Level: 1-4 Current MLC/IHA Employee in commuting □ 事務系 □ 技能系 □ 保安系 □ 医療系 distance □ 現 MLC/IHA 従業員(全在日米軍) Administrative Blue Collar Trade Security Medical Current MLC/IHA Employee Japan Wide 2.部隊 Activity Navy Exchange, Yokosuka 5.雇用の種類 Type of Employment Food Services Department, SRF/PWC/FISC Cafeteria ☐ MLC 勤務場所 Working Place:横須賀市 泊町 Tomari-cho, Yokosuka \bowtie IHA ☐ HPT 3.勤務時間 Work Schedule (週 40 時間制 hrww) 図常用 Permanent 勤務日 Work Days: 5 days / week (週休2日) □ 限定 Limited Term (__カ月 Months) 勤務時間 Work Hours: 8 hours / day 0800-1700 休憩 Recess Period: 1 hour / day □ 夜勤 Night Shift ○ 残業 Overtime □ 出張 Business Travel **6.**職務内容 Duties Directing and coordinating the activities of a counter(s), snack bar(s) and/or cafeteria(s) including such functions as food and supply control, accountability, storage, employee utilization, training and the preparation and execution of budgets. Performs other related or incidental duties as assigned. 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work OR completion of 4years college/university in a related field. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer such as Lotus, Word and Excel. d. Ability to collect, edit, compute, compile and present complex financial data. e. Ability to communicate effectively with all levels of personnel. f. Ability to speak, read, and write English at average proficiency level. (LAD-2) * A potentially qualified applicant may be accepted at 1-4 level. a. One year of clerical, technical, or administrative work experience in any field OR completion of 4-years college/university in any field. *A handicapped applicant may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: 🗌 必要なし None 🔲 初級 Basic 🗵 中級 Intermediate 🔲 上級 Advanced 🔲 特段の能力 Exceptional 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: N/A 職務状況 8.提出するもの Application and Associated Documents Working Condition *図 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil Works irregular schedule. *☑ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form 1) http://hro.cnfj.navy.mil 不規則勤務有り * 上記は英語で記入 *Complete in English 図 英語の能力を示す証明書の写し Certificate of English proficiency (Copy) 図 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cmx23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.) 事務処理欄 問い合せ先 for Job Inquiries 提出先 Office to Submit For Official Use 〒238-0001 神奈川県横須賀市泊町 1 番地. Box 22 担当部署/担当者名 Office PD No.: NEX-CAFÉ-002 Navy Exchange, Yokosuka 1 banchi Tomari-cho, Yokosuka PD is accurate and current. Human Resources Office 米海軍横須賀基地統合人事部雇用課 (HRO) Certified by Activity: rs ネービーエクスチェンジ横須賀人事課 **COMNAVFJORJAPAN** Human Resources Office Yokosuka 曾直通 046-822-7526 / 046-816-5149 MLC/IHA Employment Office (Code N131D) (職務内容に関する問い合わせ) **数**046-816-8152 (提出・通知に関する問い合わせ)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません。 Submitted applications will not be returned.